

POLICY

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that each facility selects primary textbooks for purchase from the BJJ School Improvement Council (SIC) approved textbook list. When teaching a class where there is no approved textbook, recommendations are submitted to the SIC for approval.

PURPOSE

This policy ensures instructional continuity and curriculum alignment throughout the school district.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility providing on-site educational services is required to develop and implement standard operating procedures (SOPs) that govern the review, selection and purchase of textbooks. At a minimum, these SOPs must contain all of the following requirements:

- Textbooks must be selected from the SIC approved list or after SIC approval.
- Establish a process to recommend new textbooks to the SIC for adoption.

AUTHORITY

Social Welfare Act, MCL 400.115a(1)(1)